

### Sample volunteer thank-you letter

► **Fill out and print on your letterhead:**

<https://dhewd.mo.gov/ppc/documents/FFvolunteerthankyou.pdf>

[SITE ADDRESS]

[DATE]

Dear [VOLUNTEER'S NAME],

On behalf of [NAME OF FAFSA FRENZY SITE] I would like to personally thank you for volunteering your time at our FAFSA Frenzy. This event could not have been possible without your help and the help of many others willing to donate their time.

During FAFSA Frenzy, we were able to help [number of filers] complete and submit their Free Application for Federal Student Aid. By offering this free assistance we were able to help students take the first big step in securing financial aid and even some scholarships.

[SUMMARIZE EVENTS OR INCLUDE ANY PRESS COVERAGE]

Once again, [SITE NAME] thanks you for your efforts and contribution of time at FAFSA Frenzy! We hope to see you next year!

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[CONTACT INFORMATION]